



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 24, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 25, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, September 8, 2016**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's certification for the following must be attached: Aggregate Gradation Control System, Quality Control/Quality Assurance, Hot Mix Asphalt and Portland Cement Concrete Level I & II. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET V

District Aggregate Supervisor
Region 1/District 1/Materials
Highways Project Implementation
Schaumburg

Attachments
40941

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, September 8, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's certification for the following must be attached: Aggregate Gradation Control System, Quality Control/Quality Assurance, Hot Mix Asphalt and Portland Cement Concrete Level I & II. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

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Position Summary Sheet

Classification:	Engineering Technician V	Salary Range:	\$5,015 - \$9,155
Position Title:	District Aggregate Supervisor	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW015-23-51-704-70-01	IPR#:	40941

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Schaumburg/Bureau of Materials/201 W. Center Court, Schaumburg IL

Description Of Duties:

The position is accountable for planning and directing those activities that ensure that aggregate material produced throughout District One are acceptable for use in highway improvement projects. Aggregate sources throughout the State of Illinois, Northern Indiana, Southwest Michigan, Minnesota, Wisconsin and Canada are under direct jurisdiction of this position.

Special Qualifications:

Required:

- A valid driver's license
- Successful completion of the 5-day AGCS class and QC/QA, HMA, and PCC Level I and Level II programs
- Districtwide and statewide travel with occasional overnight stays; overtime

Desired:

- Knowledge and skill equivalent to the completion of three years of college with the major courses of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering
- Twelve years of engineering technician experience in highway construction and materials under the direction of a professional engineer or equivalent with a minimum of three years in a supervisory position
- Excellent oral and written communication skills
- Ability to resolve conflicts with aggregate producers, consultants, local agencies, and contractors
- Ability to plan and direct efforts of work for efficient accomplishments of program objectives

Shift/Remarks:

7:00 am - 3:30 pm / Monday - Friday (30 minute lunch)

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	September 2015	POSITION:	District Aggregate Supervisor
APPROVED BY:	<u>Abdul Dahhan</u>	OFFICE/DIVISION:	Highways/District One/ Materials
CODE:	PW015-23-51-704-70-01	REPORTS TO:	Physical Test Engineer

Position Purpose

This position is accountable for planning and directing those activities that ensure that aggregate material produced throughout District One are acceptable for use in highway improvement projects throughout the State of Illinois. Aggregate sources from Illinois, Northern Indiana, Southwest Michigan, Minnesota, Wisconsin and Canada are all under direct jurisdiction of this position.

Dimensions

Subordinate Personnel	Direct-5; Indirect-5 to 10
Consultants	1-10, varies
Annual Amount of Aggregate Produced	25 million tons
Annual Dollar Value of Materials Produced	\$150 million to \$250 Million, Varies
Number of Aggregate Producing Plants	100-150
Number of Aggregate Producer Personnel	Indirect-50 to 75

Nature and Scope

This position reports to the Physical Test Engineer as do the Steel and Source Supervisor, the Precast Concrete Pipe Supervisor, the Prestressed Concrete Supervisor and District Laboratory Supervisor. Reporting to this position is four area Aggregate Supervisors.

The existence of 150 Active (AGCS) aggregate producing plants in Illinois, Indiana, Wisconsin, Michigan, Minnesota, and Canada, including two of the largest stone quarries in the world, the largest gravel producing plant in the State, several steel slag producing plants and numerous recycling plants provides this position with some unique challenges. A thorough knowledge with aggregate production processes and materials produced is necessary for successfully handling this position. Analyzing the effects of field geological formations, recognizing patterns in production deficiencies and providing different alternatives for corrective action relating to material acceptability are the incumbent's first priority.

The need to conserve high quality material makes it necessary to investigate new material sources, such as diabase, sandstone, taconite, recycled concrete, "tunnel rock," Reclaimed Asphalt Pavement (RAP), Reclaimed Asphalt Shingles (RAS) and construction debris and make recommendation for their use. This goal is accomplished by recognizing needs, coordination efforts with producers and consumers and ensuring recycled materials meet IEPA requirements. The incumbent is also required to attend policy committee meetings to establish regulations for the usage of this alternative material.

Typical problems encountered in this position include: obtaining uniformity in aggregate testing, reporting of testing results, stockpiling procedures and many other variable factors throughout the District; interpretation of geological formations and their effect on material acceptability as well as determination of salvageability of material not meeting quality standards ; decisions on whether to perform additional tests on material marginally meeting specifications; being able to resolve differences between producers and Area Aggregate Supervisors relating to material acceptability is essential; analysis of aggregate production facilities is necessary to assure compliance with current IDOT Specifications; The entire process is made particularly difficult with the implementation of the Aggregate Gradation Control System (A.G.C.S.) and its specific requirements by a number of sources while the remainder of the sources continue to produce material under the specifications outlined in the Manual for Aggregate Inspection.

Both systems must be coordinated to develop inspection schedules that will support producer production schedules which, in turn, will allow material to be delivered throughout the District and the rest of the State to accommodate published construction schedules.

The balance of the incumbent's time is spent gathering information, preparing responses and solving conflicts due to various inquiries and problems encountered during the normal use of aggregate production. The incumbent is required to: review situations as they arise and provide aggregate producers with suggestions for corrective action relating to grading or degradation of normally acceptable aggregate; mediate differences of opinion between producer's and IDOT personnel and develop an acceptable solution; investigate and comment on producer's proposals for the use of corrective action and possible retesting of materials not meeting quality standards; review a producer's A.G.C.S. proposal and comment on its acceptability. The incumbent is also required to review different reports to determine the acceptability of materials, the appropriateness of Aggregate plant operations and the adequacy of gradation and quality tests for specific materials. The incumbent attends meetings with various consultants to ensure their personnel meet requirements of the current Aggregate Gradation Control System program; to meet the need of additional seasonal personnel of the Department and Construction industries.

The incumbent accomplishes accountabilities through the following personnel:

Area Aggregate Supervisors-Four, who are accountable for supervising those activities within a designated geographical area to ensure that aggregate material produced for use in highway improvement projects throughout the State are of good quality, within gradation bands and are properly stockpiled.

The incumbent operates within guidelines included in the A.G.C.S. program, Manual of Material Inspection and Standard Specifications for Road and Bridge Construction, the Special Provisions and the aggregate production guidelines applicable to each construction.

This position maintains contact with the Bureau of Materials (for notification and documentation of material status), the Central Bureau of Materials and Physical Research (for notification or quality test status, verification of producer status and to ensure understanding and applicability of new specifications), the Bureau of Construction, the Bureau of Maintenance, the Bureau of Local Roads and Streets, the Bureau of Design, various aggregate producers, local agencies, contractors, consultants, and the general public to ensure specified materials were produced, sent and incorporated into particular projects.

The effectiveness of this position can be measured by the attainment of specified aggregate materials produced throughout District One and from the States of Wisconsin, Indiana, Michigan, Minnesota, and Canada. The aggregates shall be of the quality specified, in gradation, from approved sources and from properly constructed stockpiles. The scheduling of inspectors to provide prompt inspection and ensure timely delivery for use in highway improvement projects throughout the State of Illinois is of paramount importance. Travel in and outside the District is required. A valid Illinois Driver's license must be maintained.

Principal Accountabilities

1. Establishes and maintains liaison relationship with aggregate producers, consultants, contractors, and governmental agencies within District One for improved communication in resolving production related problems.
2. Applies geological concepts in the field identifying and predicting problems relating to Aggregate material quality.
3. Maintains contact with other Bureaus within the District, and the Bureau of Materials and Physical Research to ensure contract compliance.
4. Familiarity with the various systems of aggregate production testing systems and their status with relation to different projects to assure proper aggregate production with approved guidelines.
5. Develops, motivates and directs the training of subordinate personnel.
6. Supervises subordinates in establishing District wide observance of the aggregate producers to ensure that all material shipped for use in IDOT projects are from approved sources.
7. Ensures subordinate staff performs duties in accordance with departmental safety rules, practices and programs.
8. Maintain and monitor performance of consultants, personnel, keep accurate records on time, vehicle usage and honest rating of personnel.
9. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.